

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, September 29, 2022
Regular Session: 4:00 p.m.

Agenda

Teams Information

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- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a.) Approval of Minutes of August 25, 2022
b.) Approval of Retreat Minutes of August 25, 2022
- 4) Audit Update – Ms. Lisa A. Ritter and Mr. Shawn Strauss- Maher Duessel Certified Public Accountants
- Mr. Christopher Mills
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs
- 6) Academic Senate Report – Dr. Christopher Castillo
- 7) President’s Report – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Personnel Items – September 2022 -Dr. Mary Way Bolt
- *9) Proposed Resolution: Consent Agenda - Grants – Mr. Christopher Mills
 - a. Maryland Department of Health HIV Prevention Grant
 - b. Consolidated Adult Education and Literary Services Grant
 - c. Maryland State Department of Education Child Care Development Fund Grant
- *10) Proposed Resolution: a. Acceptance of Financial Statement FY 2022 – Mr. Christopher Mills
b. Acceptance of Single Audit FY 2022
- *11) Proposed Resolution: Lease Agreement for Mail Room Equipment – Mr. Christopher Mills
- *12) Proposed Resolution: ACCT Voting Delegate – Mr. Mark Mortenson
- *13) Proposed Resolution: 2022 State Performance Accountability Report – Dr. Colleen Flewelling
- 14) Financial Report – Mr. Christopher Mills
- 15) Facilities Building and Road Entrance Update – Mr. Christopher Mills
- 16) Old Business/New Business

Closed Session: called for October 26, 2022 - **The meeting will be closed under General Provisions**

Article §3-305 (b), only: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals

**a. Next Meeting, Wednesday, October 26, 2022 at 4:00 p.m. – Cecil School of Technology
– 912 Appleton Road, Elkton, MD 21921**

b. Joint Meeting with Cecil County Public Schools – 5:00 p.m.

17) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
September 29, 2022

- 1) Chairman Mark Mortenson called the regular session to order at 4:00 p.m.

Roll Call- In Person– Mark Mortenson, Raymond W. Hamm, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Roll Call - Teams - Kathleen Kunda, Sarah W. Colenda, Dr. Cydney T. Teal, and Donna Horgan.

Also present were Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Michelle Williams, Executive Director of Human Resources, Christopher Mills, Vice President of Finance, and Ian Cooper, Interim Chief Information Officer.

- 2) Approval of Agenda –On motion of Raymond W. Hamm, seconded by Donna Horgan, the agenda was approved.
- 3) a. Approval of August 25, 2022 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Dr. Cydney T. Teal, the minutes of August 25, 2022 were approved as presented.

b. Approval of Retreat Minutes of August 25, 2022 – On the motion of Raymond W. Hamm, and, seconded by Donna Horgan, the Retreat Minutes of August 25, 2022 were approved as presented.

- 4) Audit Update – Maher Duessel Certified Public Accountants
Ms. Lisa Ritter and Mr. Shawn Strauss provided an Audit update to the Trustees.
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

APO

APO held a fundraiser with Zero Degrees on August 29, 2022 and received \$126.80. That money will go to the APO Student Scholarship Fund.

APO members discussed setting up a holiday party as part of their December meeting.

Dann Combs will be putting together a committee for APO to start planning for the APO Clothing sale which will kick off in early 2023

The next meeting is tentatively scheduled for October 20, 2022 at 9:00 am.

CSO

CSO has no new updates.

- 6) Academic Senate Report – Dr. Christopher Castillo
Senate held their first meeting on September 7, 2022. A full slate of senate members were selected and they are still looking for a representative from adjunct faculty.

The next meeting is scheduled for Wednesday, October 5, 2022.

- 7) President’s Report – Dr. Mary Way Bolt

Cecil College team members Dr. Dryer, Dr. Joyce and Chris Mills provided a College update to the Economic Development Commission.

Dr. Bolt participated in the Maryland Association of Community Colleges Executive Committee meeting, and Maryland Council of Community College Presidents’ meeting.

Dr. Bolt attended the Northern Maryland Technical Council board meeting, and Susquehanna Workforce Network board meeting.

Dr. Bolt participated in the Foundation’s Scholarship Breakfast, and thanked our amazing students and donors. The two student speakers were outstanding. Also recognized was the Mary Maloney Distinguished Service Award recipient, Chris Ann Szep.

Dr. Bolt attended the second Port of Deposit Advisory Commission meeting hosted at Bainbridge. A tour of the property was provided.

Dr. Bolt visited the Bohemia Vista classroom and lab facility in Chesapeake City. Dr. Bolt thanked the Safe Harbor partners for providing this space and establishing a collaboration on training Marine Technicians.

Little Black Dress was held in person, for the first time in a couple of years. Thank you, Trustee Kunda, for attending and supporting this event.

- 8) Proposed Resolution: Personnel Items – Moved by Raymond Hamm and seconded by Dr. Cydney T. Teal, the Personnel Items were approved as presented.

RESOLUTION NO: 22- 026
APPROVAL OF PERSONNEL ITEMS

By Statute the Board of Trustees has the authority to consider recommendations from the President to appoint “qualified faculty members and other employees necessary for the efficient administration of the community college.” Consideration is requested and the President recommends approval of the following personnel items:

PROMOTIONS/NEW HIRES– Full-Time Staff

Promotions

Name:	Susan Price
Position:	Assistant Professor II, Computer Science
Salary Grade:	14
Division:	Academic Programs
Category:	Exempt

Effective: August 22, 2022

Name: Benjamin Rohe
Position: Professor I, Sciences
Salary Grade: 18
Division: Academic Programs
Category: Exempt
Effective: August 13, 2022

New Hires

Name: Cheryl Macomber
Position: Human Resources Administrative Assistant
Salary Grade: 14
Division: Human Resources
Category: Exempt
Effective: August 29, 2022

Name: Courtney Sheppard
Position: Busar
Salary Grade: 15
Division: Finance and Administration
Category: Exempt
Effective: August 29, 2022

Name: Matthew Stemple
Position: Facilities Manager
Salary Grade: 15
Division: Finance and Administration
Category: Exempt
Effective: September 12, 2022

Name: Nicolas Gregson
Position: Grounds Supervisor
Salary Grade: 10
Division: Finance and Administration
Category: Non-Exempt
Effective: September 12, 2022

SEPARATIONS/RESIGNATIONS

Name: Shawn Markey
Position: Director, Lifelong Learning
Salary Grade: 15
Division: Academic Programs
Category: Exempt
Effective: August 26, 2022

Name: Amanda Regester
Position: Public Safety
Salary Grade: 11
Division: Community Relations
Category: Non-Exempt

Effective: September 8, 2022

Name: Brian Debole
Position: Supervisor Evening Shift/Special Police Officer
Salary Grade: 11
Division: Community Relations
Category: Non-Exempt
Effective: September 23, 2022

The President has recommended these personnel actions, therefore, be it:

RESOLVED, that the Board of Trustees approves these personnel actions.

- 9) Proposed Resolution: Consent Agenda – Grants - Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Consent Agenda for Grants was approved as presented.

a. RESOLUTION NO: 22- 027

APPROVAL MARYLAND DEPARTMENT OF HEALTH HIV PREVENTION GRANT

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Health for Federal funds for HIV prevention programs. The Department of Health awarded \$82,968 for HIV prevention programs. This program was awarded \$111,899 in FY 2022.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place and recommends that the Board of Trustees accept the grant. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the HIV Prevention Grant in the amount of \$82,968 and directs that these funds be used for HIV prevention programs for Maryland for the period July 1, 2022 through June 30, 2023.

b. RESOLUTION NO: 22-028

APPROVAL OF CONSOLIDATED ADULT EDUCATION AND LITERARY SERVICES GRANT

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for Consolidated Adult Education and Literacy Services. The Maryland Department of Labor, Licensing and Regulation awarded \$186,556 to support the program. The College received \$180,236 for this program in fiscal 2022.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$186,556 and directs that these funds be used to provide support for the Consolidated Adult Education and Literacy Services for the period July 1, 2022 through June 30, 2023.

**c. RESOLUTION NO: 22-029
ACCEPTANCE OF MARYLAND STATE DEPARTMENT OF EDUCATION CHILD
CARE DEVELOPMENT FUND GRANT**

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Division of Early Childhood Development for Federal funds for credentialed childcare providers to pursue a college degree in early childhood education. The Division of Early Childhood Development awarded \$51,257 to improve vocational and technical education. The grant for FY 21 was \$57,823.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place and recommends that the Board of Trustees accept the grant. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Child Care Development Fund Grant in the amount of \$51,257 and directs that these funds be used for credentialed child care providers to pursue a college degree in early childhood education for Cecil County for the period July 1, 2022 through June 30, 2023.

- 10) **a. Proposed Resolution: Acceptance of Financial Statement FY 2022** – Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Financial Statement FY 2022 was approved as presented as long as there are no substantial changes made to the document.

**RESOLUTION NO: 22- 030
ACCEPTANCE OF FINANCIAL STATEMENT FY 2022**

The Md. EDUCATION Code Ann. § 16-315 requires each community college in the state to conduct an annual audit of “its books of accounts, accounting procedures and principles, and other fiscal and operational methods and procedures in accordance with guidelines prescribed by the Maryland Higher Education Commission.”

The College’s auditors, Maher Duessel, Certified Public Accountants, have concluded their examination of the accounts of the College entitled Independent Auditor’s Report, Component Unit Financial Statements and Supplemental Information, June 30, 2022, which they feel fairly presents the financial position of Cecil College at the end of the 2021 – 2022 fiscal year. Therefore, be it

RESOLVED, that the Board of Trustees accepts the independent public accountants’ report by Maher Duessel, Certified Public Accountants, entitled Independent Auditor’s Report, Component Unit Financial Statements and Supplemental Information, June 30,

2022 as the official financial report of the College for Fiscal Year 2021 – 2022

b. Proposed Resolution: Acceptance of Single Audit FY 2022 - Moved by Kathleen Kunda and seconded by Raymond W. Hamm, the Single Audit FY2022 was approved as presented as long as there are no substantial changes made to the document.

RESOLUTION NO: 22- 031
ACCEPTANCE OF SINGLE AUDIT FY 2022

Federal regulations require that an external audit (single audit) be conducted of funds received under Federal financial assistance programs. The firm of Maher Duessel, Certified Public Accountants, was engaged to conduct the single audit according to Office of Management and Budget Circular A-133 for the year ended June 30, 2022.

The audit confirms the College's practices and procedures for the use of Federal funds and contains no findings related to internal compliance controls. Therefore, be it

RESOLVED, that the Board of Trustees accepts the Annual Financial Report (single audit) of Federal financial assistance programs for the year ending June 30, 2022.

11) Proposed Resolution: Lease Agreement for Mail Room Equipment – Moved by Dr. Cydney T. Teal and seconded by Kathleen Kunda, the Lease for Mail Room Equipment was approved as presented.

RESOLUTION NO: 22-032
APPROVAL OF LEASE AGREEMENT FOR MAIL ROOM EQUIPMENT

Cecil College currently leases mail room equipment from Quadient through a State of Maryland Contract. The current lease expires on November 4, 2022. The College requested proposals from Quadient and Pitney Bowes (both under State of Maryland Contracts). After reviewing the equipment, software and price proposals, the College recommends the acceptance of the Pitney Bowes proposal.

The lease agreement is for a 60-month term with a total cost of \$63,973.68. The lease includes right-sizing the mailing system, upgrading the mailing system software and eliminating the bulk mailing equipment/software. This represents a 45% decrease in cost over the current lease. The bulk mailings will be outsourced to a local vendor for a fraction of what it would cost to lease the bulk mailing equipment and software.

Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to enter into a lease agreement with Pitney Bowes for Mail Room Equipment for a period of five (5) years not to exceed the total cost of \$63,973.68. Funding is available through the College's annual operating budget.

12) Proposed Resolution: ACCT Voting Delegate – Moved by Raymond W. Hamm and seconded by Kathleen Kunda, the ACCT Voting Delegate was approved as presented. Donna Horgan abstains.

RESOLUTION NO: 22-033
APPROVAL OF THE ACCT VOTING DELEGATE

The Association of Community College Trustees (ACCT) Annual Leadership Conference takes place from October 26, 2022 through October 29, 2022 and will include the opportunity to vote on behalf of Cecil College. There is one person designated from each college for that purpose. It is recommended that Mrs. Donna Horgan carry this responsibility.

Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College approves Mrs. Donna Horgan as the Voting Delegate for the 2022 ACCT Annual Leadership Conference in New York, New York.

- 13) Proposed Resolution: Performance Accountability Report – Moved by Kathleen Kunda and seconded by Donna Horgan, the Performance Accountability Report was approved as presented.

RESOLUTION NO: 22-034
APPROVAL OF THE PERFORMANCE ACCOUNTABILITY REPORT

In accordance with Maryland State law, the Board of Trustees has the authority and responsibility to establish institutional accountability. In April 1996, the Maryland Higher Education Commission created an accountability system for institutions of higher education that includes specific indicators and benchmarks that must be reported annually.

The Office of Institutional Research, in collaboration with appropriate College staff, has prepared the Performance Accountability Report for 2022. The President has reviewed and approved the document and recommends its approval by the Board of Trustees. Therefore, be it

RESOLVED, that the Board of Trustees approves the Performance Accountability Report for 2022 to be submitted to the Maryland Higher Education Commission.

- 14) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information for August, 2022. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 15) Facilities Building and Road Entrance Update – Mr. Christopher Mills

Mr. Mills provided an update on the current project design of the Facilities Building and Road Entrance and noted the review and approval needed from multiple agencies, County, State, and Federal.

Mr. Mills also provided a project layout and the next steps before construction can start.

- 16) Old Business/New Business

Old Business

- None

New Business

- Board Goals – Dr. Cydney T. Teal will reach out to Trustees regarding board goals.
- A joint holiday celebration with the Foundation was discussed and will take place after the regular board meeting on December 1, 2022.
- Chairman Mortenson announced a Closed Session to be held on Wednesday, October 26, 2022. All Trustees (with the exception of Dr. Cydney T. Teal who departed the meeting at 5:10 p.m.), approved the Closed Session for October 26, 2022 under General Provisions Article § 3-305 (b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensations, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

17) Close Regular Session

- a. Next Regular Session will be held on Wednesday, October 26, 2022. The meeting will take place in person at the Cecil County School of Technology beginning at 4:00 p.m. and the joint meeting with Cecil County Public Schools will begin at 5:00 p.m. A motion was made by Kathleen Kunda and seconded by Donna Horgan for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 5:42 p.m. A motion was made by Raymond W. Hamm and seconded by Donna Horgan to adjourn the meeting.